

EEO PUBLIC FILE REPORT

FOR

WBHM(FM)

This EEO Public File Report
Covers the Period Ending
November 30, 2016

**Equal Employment Opportunity Public File Report
WBHM(FM)**

*Recruitment Activity Summary
December 1, 2015-November 30, 2016*

This EEO Public File Report is filed in the public inspection files for Station WBHM(FM) pursuant to Section 73.2080(c)(6) of the Federal Communications Commission's ("FCC") rules.

1. Total Full-Time Vacancies

During the period ending on November 30, 2016, there were 3 full time job vacancies (Traffic Coordinator), (News Director), and (General Manger).

2. Total Interviewees for Full-Time Vacancies

During the period ending on November 30, 2016, there were (3) full time job vacancies filled and (15) interviews of candidates.

3. Recruitment Sources

The following are the recruitment sources collected for use in the event of a recruitment opportunity for all positions. We will revise and add to the list as appropriate.

Recruitment Source	Total Number of Referrals
University of Alabama at Birmingham Human Resources (via www.wbhm.org and www.uab.edu)	30
WBHM 90.3 FM/WSGN 91.5 FM On-Air Broadcasts	2
FaceBook WBHM Page	2
Employee Referral	8
ALL OTHER NON-UAB/WBHM Sites:	
Corporation for Public Broadcasting (CPB) Jobline www.cpb.org/jobline	3
allaccess.com	2
www.linkedin.com unpaid advertisement	3

Twitter/Reddit/other	3
Current Magazine (trade publication) www.current.org (Paid)	2
INDEED www.indeed.com (Unpaid- scraped from UAB Jobline)	38
Poynter (Paid)	
National Association of Black Journalists (Paid)	0
Columbia University Grad School of Journalism (Paid)	0
Journalism Jobs.com (Paid)	
Livingston and Associates (Paid)	14
Industry Listserv Announcement - Pubradio	0
Salaryexpert.com	1
Public Media Business Association (PMBA)	0
National Educational Telecommunications Association (NETA)	0
AL.COM/Birmingham News	1
Asian American Journalist Association (Paid)	0
Public Radio News Directors Incorporated (PRNDI)	0
Journalism Next (Paid)	0
Greater Public	0
Other Newspaper/ Other E newsletters	15
Other Individuals who referred	3

4. Supplemental Information

Exhibit A contains the following information for each full-time vacancy:

- * The recruitment source(s) used to fill each vacancy, identified by name, address, contact person and telephone number;
- * The recruitment source that referred the hiree for each full-time vacancy;
- * The total number of persons interviewed for each full-time vacancy; and,
- * The total number of interviewees referred by each recruitment source used in connection with each vacancy.

Exhibit B contains a list and brief description of outreach initiatives undertaken pursuant to the FCC's EEO 47CFR 73.2080 2 during the time period covered by this report. Also, includes the policy statement from University of Alabama at Birmingham concerning EQUAL OPPORTUNITY and DISCRIMINATORY HARASSMENT POLICY.

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If you have questions concerning this Report, contact: Anne Buckley, Vice President UAB University Relations, WBHM, 650 11th Street South, Birmingham, Alabama 35294, 205-934-2606.

EXHIBIT A

FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: General Manager

Recruitment Source that Referred the Hiree: Livingston Associates

Date Vacancy Opened: 09/20/2016

Total Number of Persons Interviewed for the Vacancy: 8

Date Vacancy Filled: 11-30-2016

Recruitment Sources Used to Fill the Vacancy

Recruitment Source (Name, Address, Contact Person, Telephone Number)	Total Number of Interviewees Referred by the Source for the Vacancy	Did The Source Request Notification?
Livingston Associates' website and database http://www.livingstonassociates.net/ <ul style="list-style-type: none">• online posting• jobflash announcements - emails to targeted individuals in our candidate database 3000 Chestnut Ave, Ste 208, Baltimore, MD, 21211 (410) 243-1974 – Livingston Associates' main phone number Contact: Adam Livingston; adam@livingstonassociates.net	14	yes
CPB (Corporation for Public Broadcasting) Jobline, 401 Ninth Street, NW Washington DC 20004- 2129, 202-87-9600, http://www.cpb.org/jobline/	2	No
Current Newspaper http://www.current.org/ 30-day online posting 6930 Carroll Avenue, Suite 625, Takoma Park, MD 20912; (301) 270-7240 x35 Contact: David Kramer; dave@current.org	0	No
LinkedIn (410) 243-1974 – Livingston Associates' main phone number Contact: ad set up by Julie Anderson; julie@livingstonassociates.net	1	No
Industry Listserv Announcement - Pubradio		

Greater Public online posting 401 North 3rd Street, Suite 370, Minneapolis, MN 55401; (888) 454-2314 Contact: online posting entry	0	No
Industry Listserv Announcement - Pubradio pubradio@lists.pubradio.org Contact: email to the listserv	0	No
Public Radio News Directors Incorporated (PRNDI) http://prndi.org/term/jobs-0 online posting P.O. Box 838, Sturgis, SD 57785; (605) 490-3033 Contact: Christine Paige Diers; email positions to: cpaigediers@gmail.com	0	No
salaryexpert.com 111 Academy Dr. Suite 270 Irvine, CA 92617 Tel: 800.627.3697	1	No
All Access http://www.allaccess.com/forum/viewforum.php?f=10 online job openings forum / board 24955 Pacific Coast Highway, C303, Malibu, CA, 90265; (310) 457-6616 Contact: online posting entry	0	No
Individual referrals	5	No

EXHIBIT A

FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: News Director

Recruitment Source that Referred the Hiree: Employee Referral

Date Vacancy Opened: 7/6/2016

Total Number of Persons Interviewed for the Vacancy: 4

Date Vacancy Filled: 10/25/2016

Recruitment Sources Used to Fill the Vacancy

Recruitment Source (Name, Address, Contact Person, Telephone Number)	Total Number of Interviewees Referred by the Source for the Vacancy	Did The Source Request Notification?
Employee Referral WBHM 90.3 FM/WSGN 91.5 FM On-Air Broadcasts, 650 11th Street South, Birmingham AL 35233, 205-934-2606, www.wbhm.org Facebook and Twitter (both WBHM and staff personal accounts), www.facebook.com/WBHM90.3 and twitter.com/WBHM903	5	No
WBHM/UAB Job Line University of Alabama at Birmingham, Administration Building, Room 110 701 20th Street South Birmingham, AL 35294-0102, 205-934-5246	32	No
WBHM 90.3 FM/WSGN 91.5 FM On-Air Broadcasts, 650 11th Street South, Birmingham AL 35233, 205-934-2606,	1	No
Poynter 801 Third Street South St. Petersburg, FL 33701 advertising@poynter.org (727) 553-4343.	0	No
Journalism Next info@journalismnext.com (703) 629-0178	0	No

Asian American Journalist Association 5 Third Street Suite 1108 San Francisco, CA 94103 T: 415-346-2051 E: national@aaaja.org W: www.aaaja.org	0	No
Journalism Jobs 510-508-7386 info@journalismjobs.com	0	No
Columbia University Grad School of JournalismPulitzer Hall, 2950 Broadway, New York, NY 10027 careers@jrn.columbia.edu	0	No
National Association of Black Journalists 1100 Knight Hall, Suite 3100 College Park, Maryland 20742 Phone: (301) 405-0248	0	No
Magazine/journal www.Current.org paid advertisement 6930 Carroll Ave., Suite 350 Takoma Park, MD 20912 Phone 301-270-7240	0	No
CPB (Corporation for Public Broadcasting) Jobline, 401 Ninth Street, NW Washington DC 20004- 2129, 202-87-9600, http://cpb.org	0	No
AL.com/Birmingham News 1731 1st Avenue. N. Birmingham, AL 35203 P: 205.325.4444	1	No
Indeed, Inc. 6433 Champion Grandview Way Building 1 Austin, TX 78750 indeed.com	13	No
FaceBook www.facebook.com/WBHM90.3	1	No
LinkedIn lnkd.in/bM_RHuw	1	No
Twitter twitter.com	1	No
Other (no other information gathered)	3	No

EXHIBIT A

FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: Traffic Coordinator

Recruitment Source that Referred the Hiree: UAB Job Line/UAB Careers

Date Vacancy Opened: 7/13/2016

Total Number of Persons Interviewed for the Vacancy: 5

Date Vacancy Filled: 9/21/2016

Recruitment Sources Used to Fill the Vacancy

Recruitment Source (Name, Address, Contact Person, Telephone Number)	Total Number of Interviewees Referred by the Source for the Vacancy	Did The Source Request Notification?
Employee Referral WBHM 90.3 FM/WSGN 91.5 FM On-Air Broadcasts, 650 11th Street South, Birmingham AL 35233, 205-934-2606, www.wbhm.org Facebook and Twitter (both WBHM and staff personal accounts), www.facebook.com/WBHM90.3 and twitter.com/WBHM903	3	NO
WBHM/UAB Job Line University of Alabama at Birmingham, Administration Building, Room 110 701 20th Street South Birmingham, AL 35294-0102, 205-934-5246	22	NO
WBHM 90.3 FM/WSGN 91.5 FM On-Air Broadcasts, 650 11th Street South, Birmingham AL 35233, 205-934-2606,	3	NO
AL.com/Birmingham News 1731 1st Avenue. N. Birmingham, AL 35203 P: 205.325.4444	8	NO
Indeed, Inc. 6433 Champion Grandview Way Building 1 Austin, TX 78750 indeed.com	27	NO
FaceBook www.facebook.com/WBHM90.3	1	NO
Reddit contact@reddit.com	1	NO
Other (no other information gathered)	7	NO

EXHIBIT B

MENU OPTION ACTIVITIES

Station WBHM has engaged in the following outreach activities during the period covered by this Report covering 47CFR 73.2080.

Activity Classification	Type of Activity	Brief Description
EEO / Training	Staff Training	Staff are encouraged to enroll in workshops and training programs administered by the licensee, University of Alabama at Birmingham. These workshops include HR training, FSLA Training, Manager skills training and Performance Appraisal methods and application. Workshops include online elements and classroom training. Classes attended by: Michael Krall, Audrey Atkins and Darrell McCalla
EEO / Outreach	Mentoring	Jan-April, August-December 2016. Worked with UAB's Collat School of Business class MG 305, Nonprofit Organizational Management, as a service learning partner and the featured class project. Met weekly with a group of four students, and our project will culminate in a student listening party on Nov. 17, 2016. Led by: WBHM Marketing Manager Audrey Atkins
EEO / Training	Staff Training To enhance staff skills and enable further advancement	September 19-22, 2016 PRPD in Phoenix, Az. Attended various seminars with content related to programming issues across the US. WBHM Program Director Michael Krall
EEO / Training	Staff Training To enhance staff skills and enable further advancement	September 20- PRPD in Phoenix, Az., as part of AIR's Locator: Finding America project. The station and our independent producer were both recognized at an all-member panel discussion of the project. Attended by WBHM Marketing Manager Audrey Atkins, WBHM Program Director Michael Krall

EEO / Training	Staff Training To enhance staff skills and enable further advancement	(NAB) National Association for Broadcasting Annual Meeting, Las Vegas, NV and (PREC)Public Radio Engineering Conference, Nautel User Group, SBE Ennis Foundation Seminars in conjunction with NAB April 9-14, 2016 Attended by WBHM's Darrell McCalla, WBHM Chief Operator
EEO / Training	Staff Training To enhance staff skills and enable further advancement	Third Coast Conference. November 11-13 Chicago, IL. Attended by Andrew Yeager, Host/Reporter
EEO / Training	Staff Training To enhance staff skills and enable further advancement	(PRNDI Conference) Public Radio News Directors Inc. June 18-21, 2016 in St. Louis. Attended by Andrew Yeager, Host/Reporter and Rachel Lindley, then WBHM News Director
EEO / Training	Staff Training To enhance staff skills and enable further advancement	ABA Conference--- August 16-17, 2016 Alabama Broadcasters Association Annual Meeting, Birmingham, AL Attended by WBHM's Darrell McCalla, Chief Operator
EEO / Training	Staff Training To enhance staff skills and enable further advancement	Public Radio Programming Conference Portland, OR September 17-20, 2016 Attended by Program Director, Michael Krall.
EEO / Training	Staff Training to enhance staff skills and enable further advancement	(PMDMC) Public Media Development and Marketing Conference in Boston from August 10-12. Attended by Will Dahlberg, WBHM Membership Manager
EEO/Outreach	Outreach, Recruitment, Training and Internship Program	WBHM Internship and Student Employment WBHM actively recruits area high school and college students for positions in business affairs, journalism, marketing, and development. During this period, 8 people participated in regular station activities which have led to valuable media experience and, in some cases, paid positions.
EEO/Outreach	Outreach, Recruitment, Training and Internship Program	WBHM Adult Internship Program. In 2016 2 Adult interns worked in the Membership and Production Departments. These Position can led to a permanent position as funds become available.

EEO/ Community Outreach	Outreach, Recruitment, Training	Partnership with Birmingham Education Foundation February 10 and October 5, 2016. Presentation to students at Jackson Olin High School on successful Resume writing- Audrey Atkins, Marketing Manager. Evaluation of Student composed commentaries for air on WBHM. Reviewed by Michael Krall, PD/News Director and Dan Carson, Southern Education Desk Senior Reporter
EEO/ Community Outreach	Outreach to community by the WBHM News Team	Community News Engagement Lunch's at various locations around the City of Birmingham held on: 2/17/16, 3/16/16, 4/20/16, 5/18/16, 6/15/16, 8.16/16. Attended by Various WBHM News Staff, A. Atkins, Marketing Manager
EEO/ Community Outreach	Job/Career Fairs	UAB Part Time Job Fair August 28, 2016 10 am – 2 pm. UAB Campus Recreation Center. This event was for employers and organizations interested in seeking students for part-time, campus and work study positions. WBHM did not hire any part time workers from this event. Attended by WBHM Marketing Manager Audrey Atkins
EEO/Outreach	Job/Career Fairs	University of Alabama Birmingham (UAB) Student Life Day September 1, 2016 Booth manned by Will Dahlberg, Membership Manager and 1 of the WBHM Adult Interns
EEO/Outreach	Student Tours	2-4 Times a year Communications and Journalism classes receive guided tours of WBHM Studios with Department Heads describing what happens at a radio station. University's that have participated are UAB and Samford University. Tours conducted by: Audrey Atkins, MM-Michael Krall, PD-Darrell McCalla, Sys Admin/CO

University of Alabama at Birmingham

EQUAL OPPORTUNITY and DISCRIMINATORY HARASSMENT POLICY

November 8, 2011

(Replaces policy dated January 7, 2010)

Policy Statement

The University of Alabama at Birmingham (UAB) hereby reaffirms its policy of equal opportunity in education and employment.

Equal Employment Opportunity

The University of Alabama at Birmingham is expressly committed to maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals at all levels throughout UAB. In accordance with applicable law, UAB prohibits, and will not tolerate, discrimination in any personnel actions, UAB programs, and UAB facilities on the basis of race, color, religion, sex, national origin, disability unrelated to job performance, veteran status, or genetic or family medical history. In addition, UAB prohibits, and will not tolerate, discrimination against individuals on the basis of their sexual orientation, gender identity or gender expression. UAB also complies with the Age Discrimination in Employment Act which prohibits employment discrimination against persons 40 years of age or older. UAB will not tolerate any conduct by an administrator, supervisor, faculty, or staff member which constitutes any form of prohibited discrimination. All personnel actions, programs, and facilities are administered in accordance with UAB's equal opportunity commitment and affirmative action plan.

UAB will state its position as an equal opportunity/affirmative action employer in all solicitations and advertisements for employment vacancies placed by, or on behalf of, UAB. UAB will broadly publish and circulate its policy of equal employment opportunity by including a statement in all media communication and printed matter for employment purposes. Further, UAB will consider, through appropriate established procedures, complaints of any individual who has reason to believe that he or she has been affected by prohibited discrimination. See also the "Complaints" section below.

Equal Education Opportunity

As an institution of higher education and in the spirit of its policies of equal employment opportunity, UAB hereby reaffirms its policy of equal educational opportunity. UAB prohibits, and will not tolerate, discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, or genetic or family medical history. Complaints by any applicant or student who has reason to think he or she has been affected by discrimination will be considered through appropriate established procedures. See also the "Complaints" section below.

This policy must be included in all student handbooks and catalogs. The following summary statement may be printed in other UAB publications:

The University of Alabama at Birmingham prohibits discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status or genetic or family medical history.

Discriminatory Harassment Policy

In keeping with its commitment to maintaining an environment that is free of unlawful discrimination and in keeping with its legal obligations, UAB prohibits unlawful harassment (and discouraging conduct that, while not unlawful, could reasonably be considered unwelcome). Discriminatory harassment of any kind is not appropriate at UAB, whether it is sexual harassment or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, genetic or family medical history, or any factor that is a prohibited consideration under applicable law. At the same time, UAB recognizes the centrality of academic freedom and its determination to protect the full and frank discussion of ideas. Thus, discriminatory harassment does not refer to the use of materials about or discussion of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, or genetic or family medical history for scholarly purposes appropriate to the academic context, such as class discussions, academic conferences, or meetings.

A. Definitions and Description of Prohibited Conduct.

1. Sexual Harassment

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (or a student's status)

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions (or academic decisions) affecting such individual or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance (or a student's academic performance) or creating an intimidating, hostile, or offensive work (or academic) environment.

Under the law, sexual harassment does not refer to occasional compliments or conduct of a socially acceptable nature. Nor does it refer to the use of materials or discussion related to sex and/or gender for scholarly purposes appropriate to the academic context. It does refer to non-academic remarks or actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive. This can include but is not limited to any of the following activities that are unwelcome by the recipient: physical or verbal advances; sexual flirtations; propositions; verbal abuse of a sexual nature; vulgar talk or jokes; degrading graphic materials or verbal comments of a sexual nature about an individual or his or her appearance; the display of sexually suggestive objects outside a scholarly context and purpose; and physical contact of a sexual or particularly personal nature. Cartoons, pictures, or other graphic materials that create a hostile or offensive working environment may also be considered as harassment. In addition, no one should imply or threaten that an employee's, applicant's, or student's "cooperation" with unwelcome sexual advances or requests for sexual favors (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, grades, or any other condition of employment or status as a student.

2. Discriminatory Harassment of a Non-Sexual Nature

The same principles related to sexual harassment also apply to harassment on the basis of any characteristic that is protected by law. Thus, UAB's policy prohibits discriminatory harassment of a non-sexual nature, which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, sex, national origin, disability unrelated to job performance, veteran status, genetic or family medical history, or other status protected by applicable law and that has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or

Has the purpose or effect of unreasonably interfering with an individual's work performance or a student's academic performance.

UAB also adopts these principles with regard to discrimination or discriminatory harassment on the basis of sexual orientation, gender identity and gender expression.

Prohibited behavior may, for example, include conduct or material (physical, oral, written, or graphic, including e-mail messages, text messaging or use of social media posted or circulated in the community) involving epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that serves no scholarly purpose appropriate to the academic context and gratuitously denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, genetic or family medical history, or any factor protected by applicable law.

3. Applicability of Policy

In determining whether the conduct at issue is sufficient to constitute discriminatory harassment in violation of this policy, the conduct will be analyzed from the objective standpoint of a "reasonable person" under similar circumstances. No violation of the policy should be found if the challenged conduct would not create a hostile environment (i.e., substantially affect the work environment of a "reasonable person.") See EEOC Policy Guidance on Current Issues of Sexual Harassment at www.eeoc.gov.

All harassing conduct prohibited by this policy, whether committed by faculty, staff, administrators, or students, is strictly prohibited and will bring prompt and appropriate disciplinary action, including possible termination of employment or permanent exclusion from UAB. This policy shall apply to any UAB-sponsored event or program, whether on or off campus, or other situations in which an individual is acting as a member of the UAB community.

The level of discipline imposed will depend upon the severity and pervasiveness of the conduct, which may be determined by the existence of prior incidents of harassment or discrimination. Depending upon the severity of the offense, however, a single violation of this policy may be sufficient for termination of employment or expulsion from an academic program.

B. Prohibition Against Retaliation.

Retaliation against an individual who, in good faith, complains about or participates in an investigation of an allegation of discrimination or harassment is prohibited. Any individual who feels he or she has been retaliated against, or has been threatened with retaliation, should report that allegation immediately to the Office of the Vice President for Equity and Diversity or to the Office of the Chief Human Resources Officer.

C. False Accusations.

Anyone who knowingly makes a false accusation of discrimination, harassment, or retaliation will be subject to appropriate sanctions. However, failure to prove a claim of discrimination, harassment, or retaliation does not, in and of itself, constitute proof of a knowing false accusation.

Complaints

For purposes of this policy, a "complaint" is a formal notification (usually in writing) of the belief that prohibited discrimination has occurred. Prior to filing a formal complaint, an individual is strongly encouraged to resolve a discrimination allegation through an informal process.

UAB Staff, Faculty, and Students: The procedure for resolving allegations when both the individual making the complaint and the person against whom the complaint is made are

employed or enrolled at UAB is described in the sections entitled "Informal Resolution Procedure" and "Submitting a Formal Complaint."

All Others: Situations that involve other individuals (for example, visitors, patients, alumni or former students, applicants for admission or employment, or former employees) who believe they have been discriminated against by someone either employed by, or enrolled at, UAB are to be addressed through the process entitled "Informal Resolution Procedure".

Informal Resolution Procedure

(NOTE: Procedures similar to the following informal process are also included in UAB's "Problem Resolution Procedure for Nonfaculty Employees" and in the UAB Faculty Handbook and Policies.)

Although none of the actions set forth below is required before an individual is eligible to file a formal complaint, UAB encourages use of these mechanisms for informal resolution of the complaint. This list is not exhaustive. Actions taken using any of these mechanisms do not necessarily constitute a finding of discrimination.

One-on-one Meeting. The person making the complaint is encouraged to meet with the person whose behavior is considered discriminatory to discuss the situation and to seek resolution.

Intervention by Supervisor, Manager, or Department/Unit Head. The person making the complaint is encouraged to contact his/her supervisor to request assistance with resolving the allegation of discrimination.

Facilitated Conversation. If one-on-one meetings or intervention by departmental officials as indicated above do not resolve the discrimination allegation, the individual making the complaint may contact the appropriate office to request the assistance of a "facilitator."

Facilitated conversations allow the parties involved to discuss the relevant issues in order to seek mutually agreeable solutions.

Individuals may contact the following for assistance with any aspect of the Informal Resolution Procedure:

Employees may contact their assigned HR Consultant or Employee Relations.

Faculty employees may contact the Office of the Provost or Employee Relations.

Students may contact the Office of the Vice Provost for Student and Faculty Success.

Disability Support Services is available for consultation in any instances involving disabilities.

The Office of the Vice President for Equity and Diversity is also available for consultation.

Should the above mechanisms fail to resolve the matter satisfactorily, a complaint may be filed by Staff, Faculty and Students through the formal complaint process.

Potential Disciplinary Action

A violation of this policy may result in disciplinary action up to and including discharge.

Submitting a Formal Complaint

Before filing a formal complaint of alleged discrimination, the relevant parties are encouraged to use one or more of the options outlined above for informal resolution of the allegation. If one chooses to proceed with a complaint, the complaint may be submitted in writing to one of the following, as appropriate:

Staff and Faculty

HR Consultant/Employee Relations

Office of the Chief Human Resources Officer

Office of the Provost

Office of the Vice President for Equity and Diversity

Students**Non-academic Conduct Officer****Disability Support Services (for disability discrimination)****Office of the Vice Provost for Student and Faculty Success**

To the extent possible, all complaints will be handled confidentially and addressed in accordance with UAB policy. The complaints will be referred to the appropriate area for review and investigations will be conducted in a timely manner. In instances where staff, faculty and student issues overlap, the areas listed above will confer and/or work collaboratively to resolve the issue.

All individuals may use the procedures without penalty or fear of retaliation.

Also, any inquiries or complaints concerning the application of the Americans with Disabilities Act (ADA); Title VII of the Civil Rights Act of 1964; Executive Order 11246, as amended; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973; or other legislation and its implementing regulations as they relate to the University of Alabama at Birmingham should be directed to one of the officials listed above.

Overall Implementation

The Office of the Vice President for Financial Affairs and Administration and the Office of the Provost are responsible for submitting revisions to be considered for this policy.